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MEMORANDUM FOR: Assistant Director, CC  
Assistant Director, CDO  
Assistant Director, OSI  
Assistant Director, OFC  
Assistant Director, OGD  
FEB 7 1950

FROM : Assistant Director, OGD

SUBJECT : Standardization of Place-names

REFERENCE : CIA Administrative Instruction No. 50-18 dated 27 June 1949

ANNEX : List of Approved Place-names in China

TAB : Remarks Sheet

1. Paragraph 3 of reference directs that "transliteration of Chinese will be by the Wade-Giles system". However, in implementing this directive a confusing lack of uniformity in spelling of place-names has grown within CIA. Some CIA units use well-known, conventional names for cities which other units identify and record through the literal Wade-Giles spelling of Chinese names. Thus, Chafu in one CIA map or report may appear as Jan-t'ai or as both in another report.

2. Pertinent to resolution of this problem is the fact that it is now the practice in CIA production of HIR chapters to use the conventional place-names - rather than the literal Wade-Giles - in all instances where a conventional place-name has been approved by the US Board on Geographic Names.

3. AD/OGD therefore proposes to recommend to the Executive, in implementation of reference, that:

a. CIA personnel use conventional place-names rather than the literal Wade-Giles spelling of Chinese names in all instances where a conventional place-name has been approved by the US Board on Geographic Names.

b. Otherwise, CIA personnel use the literal Wade-Giles spelling of Chinese names.

4. The Annex hereto, prepared on request of OGD Map Division, by the staff of the US Board on Geographic Names lists the board's currently approved conventional China place-names. AD/OGD proposes to include in his recommendation to the Executive this list of approved conventional place-names for distribution throughout CIA as a guide for implementing the proposal made in paragraph 3 a above.

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5. Information on conventional China place-names that are approved subsequent to issuance of this list may be obtained by phoning Code 181, extensions 734 or 735 (Inquiries Desk, US Board of Geographic Names).

6. Will you please return the "Remarks Sheet" furnished herewith indicating either concurrence in the proposed recommendation of AD/ORE or non-concurrence with reasons therefor.

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THEODORE BABBITT

Attachments: Two (2)

Tab - Remarks Sheet

Annex - List of approved conventional place-names in China.  
(Document will be reproduced if proposal is adopted.)

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